

Leticia M. Vacek, TRMC/CMC/MMC
City Clerk
www.sanantonio.gov/clerk
210-207-7253

Special points of interest:

- >Movie "Texas Cotton"
- >Dates and Deadlines
- >Staff at Work
- >Municipal Archives & Records Facility



**"Texas Cotton"
Movie Premiere**

Saturday, November 10, 2018

Tobin Center
Carlos Alvarez Theatre
100 Auditorium Circle
San Antonio, TX 78205

Red Carpet Event - 4:30 pm
1st Screening Begins at 5:00 pm
2nd Screening Begins at 7:00 pm

**Tickets on Sale
at the Tobin Box Office**

The movie is centered around an aging lawman who is convinced a mysterious stranger arrested in his small town is innocent. His investigation stirs up a hornet's nest that will change the town forever. Starring: George Hardy, Jason Douglas, Tiffany Shepis, Gene Jones, Lew Temple, Torren Davis, Terri Bennett, Judd Lormand, and Juliette Danielle. Directed By: Tyler Russell

For More Information: <https://www.texas cotton movie.com>

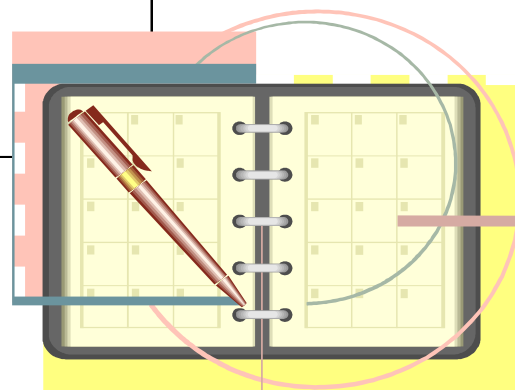
More movie info continued on page 5



Rescheduled City Council Meetings

| MEETING DATE | RE-SCHEDULED TO | JUSTIFICATION |
|-------------------|-------------------|---------------------------|
| November 7, 2018 | November 14, 2018 | National League of Cities |
| November 8, 2018 | November 15, 2018 | National League of Cities |
| December 19, 2018 | January 9, 2019 | Winter Break |
| December 20, 2018 | January 10, 2019 | Winter Break |
| January 2, 2019 | January 9, 2019 | Winter Break |
| January 3, 2019 | January 10, 2019 | Winter Break |

Dates and Deadlines...

**Holidays - City Offices Closed**

November 12, 2018 - Veterans Day

November 22-23, 2018 - Thanksgiving Holidays

**December 24, 2018 - January 1, 2019
Christmas/Winter Break**

**The following Reports are due to the
Office of the City Clerk
by 5:00 p.m.**

November 26, 2018

Electronic Campaign Finance Training

1:00 p.m. - 3:00 p.m.

Citizens interested in seeking City Council Office are invited to attend a free workshop. The two-hour session is designed to educate prospective candidates about Texas Election Laws and the City's Campaign Finance Regulations that govern running for municipal office, political advertising, contribution and expenditure reports. The workshop will focus on the City's Electronic Campaign Finance Filing System.

The free session is being presented by the Office of the City Clerk, Compliance Auditor, and the Office of the City Attorney. For more information or to register for the workshop, contact Lina Rodriguez at (210)207-7254.

Semi-Annual Campaign Finance Reports
for Officeholders and Candidates
Covering the reporting period
July 1–December 31, 2018
due **January 15, 2019**
On-line Report

Lobbyists Quarterly Report
Covering the reporting period
October 1 - December 31, 2018
due **January 15, 2019**

New and Existing Lobbyist Registration
due **January 31, 2019**

Records Management Training

The Records Division will be offering Records Management Training the first Tuesday of every month on November 6th, and December 4th from 2:00-4:00 pm at the Municipal Archives & Records Facility at 719 S. Santa Rosa. The Records Management class explains the importance of the City's Records Management Program and how departments may participate including covering how to select appropriate retention schedules. We encourage all department Record Liaisons to attend a class. Sign up for these classes at the [CoSA Learning Center](#).

Financial Disclosure Reports (FDR's)
for City Officials and
Specified City Employees
Covering the period
January 1-December 31, 2018
due **January 31, 2019**
On-line Report

**Boards & Commissions
Swearing-In Ceremony**

November 2, 2018 11:30 am
San Antonio Museum of Art

All City of San Antonio Board and Commission Members who were appointed during the period of November 10, 2016–September 20, 2018, are invited to attend the Swearing-In Ceremony. Each Member will be presented with their Certificate of Appointment, Board Lapel Pin, and receive congratulations from the City Councilmembers.

**Boards & Commissions
Municipal Leadership Institute (MLI)**
November 30, 2018 Noon - 4:00 p.m.
Mission Library

The Office of the City Clerk will hold an MLI Training for newly appointed Board and Commission Members. MLI provides an orientation of city government and a comprehensive overview on: Ethics Requirements, Budgetary Information, Board Member Requirements, Parliamentary Procedures (Robert's Rules of Order), Texas Open Meetings Act, and Texas Public Information Act. All first-time appointees must attend an MLI Session.

**Texas Attorney General's Office
Open Records Request Training (Lunch & Learn)**

Friday, November 16, 2018
11:30 am - 12:30 pm
Municipal Archives and Records Facility - 719 S. Santa Rosa

The Office of the City Clerk will host this training which is encouraged for ORR Liaisons from City Departments and the Texas Municipal Clerks - Alamo Chapter (ORR Liaisons). For more information or to register for the workshop, contact Lina Rodriguez at (210)207-7254.

JOINT GENERAL, SPECIAL, CHARTER AND BOND ELECTION
November 6, 2018

Amendments to the City Charter

The Special Election ballot permit qualified voters of the City to vote FOR or AGAINST the following propositions to amend the City Charter of the City of San Antonio:

Proposition A: Expanding the Referendum Process

Proposition B: Term Limits and Salary Cap for City Manager

Proposition C: Binding Arbitration

Special Election for the area located within five miles of the boundary of Camp Bullis and Camp Stanley Military Bases

Voters of the area may choose between either annexation or providing the municipality with the authority to adopt and enforce an ordinance regulating the land use in the area in the manner recommended by the most recent Joint Land Use Study, including the authority to adopt & impose fees, fines, and other applicable charges.

Special Election for the area located within five miles of the boundary of the Lackland Air Force Base and the Lackland Air Force Base - Medina Training Annex

Voters of the area may choose between either annexation or providing the municipality with the authority to adopt and enforce an ordinance regulating the land use in the area in the manner recommended by the most recent Joint Land Use Study, including the authority to adopt & impose fees, fines, and other applicable charges.

Dates/Hours of Early Voting by Personal Appearance

Monday, October 29 thru Friday, November 2, 2018..... 8:00 a.m. to 8:00 p.m.

Election Day - Tuesday, Nov. 6, 2018..... 7:00 a.m. to 7:00 p.m.

For a complete listing of Early Voting Sites, please visit the Bexar County Elections website at
www.bexar.org/elections or call (210) 335-VOTE (8683)



CORE-terly Awards

Devon Hosey (left) and Denise Luckey (right) each received the CORE-terly Recognition for Teamwork. Devon, an Administrative Assistant I in the Vital Records Division, was nominated for her customer assistance during times when the lobby was extremely busy. Denise was nominated for the various assistance she provided during the Commemorative Week Celebration.



United Way

Office of the City Clerk attended the United Way Kick-off Event held at the Alamodome on August 15, 2018. The 2018 Campaign saw the most successful individual contribution levels in the Office of the City Clerk's United Way history, exceeding the annual goal without the assistance of special event dollars. This year our Office also broke the department's record for number of donors at the Leadership Level. Special thanks to this year's United Way Coordinators Cecily Pretty and Josie Leal!



Employee Service Appreciation Day

Staff from the Office of the City Clerk celebrated their years of service with the City at the Employee Service Appreciation Day at the SPURS Game. Pictured with Deputy City Clerk Leticia Saenz are Michael Pollog and Jacqueline Salvador (left) who celebrated 10 years of service, and Denice Trevino (far right) who celebrated 5 years of service. Not pictured are Francisco Molina who reached his 15th year milestone and April Fehik who has 10 years with the City. **Congratulations!**



'Speak Up' San Antonio

Staff of the Office of the City Clerk attended 'Speak Up' San Antonio events, sponsored by the Government and Public Affairs Department, on August 16, 2018 at Morgan's Wonderland, and August 20, 2018 at Hardberger Park Conservancy. The events offered citizens the opportunity to hear about the Fiscal Year 2019 budget, meet neighbors and city leaders, and learn more about city services, while enjoying entertainment, free health



screenings, and fun giveaways! OCC Staff Brandon, Leticia and Rebekah (left) and Leticia, Lina and James (right) provided information on Passports Services, Birth and Death Records, Municipal Archives and Records, and Boards and Commissions at the events.



Texas Cotton Continued...

Leticia Vacek is pictured (left) with the cast and crew of 'Texas Cotton.' Various scenes of the thriller were filmed inside of the Municipal Archives and Records Facility. Leticia and Rebekah Jamison (lower left) get their acting directions from the Director, Tyler Russell. Ms. Vacek is the only City Clerk to play her true position in a movie. Leticia and Rebekah attended the 25th Annual Austin Film Festival and Writers Conference with the cast and crew on October 29, 2018, where "Texas Cotton" was the feature red carpet film.



Passport Division Staff processed the following:

Applications processed

July - 1,698
August - 1,618
September - 1,149

Photos taken

July - 745
August - 719
September - 578

Revenue for the Month

July - \$71,348
August - \$68,059
September - \$49,548



Vital Records Division Staff processed the following:

Birth Records Sold

July - 6,181
August - 6,912
September - 4,478

Birth Registered

July - 2,633
August - 2,624
September - 2,503

Death Records Sold

July - 1,071
August - 1,099
September - 950

Death Registered

July - 1,288
August - 1,349
September - 1,185

Revenue generated for the Quarter - \$536,265.00



Municipal Archives and Records Division Staff processed the following:

Incoming boxes for storage

July - 150 cu. ft.
August - 546 cu. ft.
September - 572 cu. ft.

Records destroyed

July - 59 cu. ft.
August - 2,173 cu. ft.
September - 1,194 cu. ft.

1 cu. ft. equals 2.5 boxes

Budget Town Hall

Councilmembers Ana Sandoval and Greg Brockhouse hosted a Budget Town Hall on September 6, 2018, at Earl Rudder Middle School for District 6 and 7 residents. Proposed Budget Items for discussion included: Dedicated Resources for Bandera Rd; Braun Road Sidewalks; New Park in Woodlawn Hills; New ACS Ambassador Program; More Park Police; Traffic Congestion Pilot; Increased Street and Sidewalk Funding; and more! Brandon Smith, Boards & Commissions Coordinator is pictured (left) with Elena Guajardo, City Bond Oversight Commissioner, District 7. Rebekah Jamison, Passport Services Supervisor was also in attendance to provide information on Passport Services, Municipal Archives and Records, and Birth and Death Records.



Historic Homeowners Fair

Staff of the Office of the City Clerk (OCC) participated in the 10th Annual Historic Homeowner Fair, hosted by the Office of Historic Preservation (OHP). The free event, held in the Pearl Stable, brought together owners of aging and historic homes with local professionals, services, and solutions to educate homeowners about caring for and maintaining their properties. OCC Staff Brandon Smith, Matt Polansky, Roland Gutierrez, and April Fechik provided attendees with information on Passport Services, Birth & Death Records, Municipal Archives and Records, and Boards and Commissions.



Passport Training Day

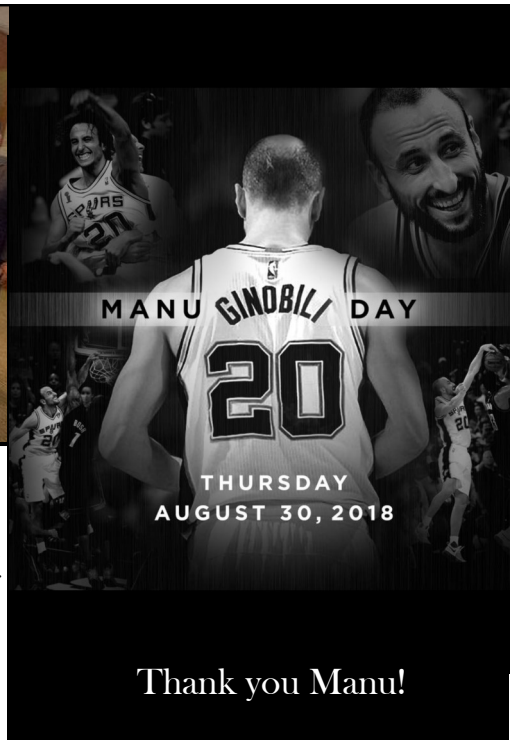
The Office of the City Clerk Passport Division hosted a Passport Acceptance Agent training session on September 25, 2018 in the Municipal Archives and Records Facility warehouse. The trainer for the day was Ms. Michelle Kneeland, a Customer Service Manager for the U.S. Department of State, Houston Passport Agency. There were 24 attendees that included staff from the OCC, and staff from Cities of San Angelo, Laredo, Castle Hills and College Station.





Ma-Nu! Ma-Nu! Manu, Manu, Manu!

The City of San Antonio celebrated Manu Ginobili Day on August 30, 2019. Mayor Nirenberg issued a Proclamation to honor one of the most beloved SPURS players after he officially retired from the team. The City Council Chambers were filled with #20 Jerseys, SPURS colors, and plenty of Ginobili fans.



Gabriella's Smile Foundation

September 28 •

We did it! Gold Out Day 2018 was a success. We again want to thank our Mayor Ron Nirenberg for posting his support and a picture wearing our t-shirt. We are truly blessed!

Thank you to those who participated and wore your Gold today. We will start working hard for next year's campaign. Please help us get your school to participate in Gold Out Day 2019 and our local high schools to host a Gold Out football game. We want to see our community and our city Go Gold... because it takes a city!

Here's a quick thank you message from our President and Co-Founder...Gabriella's Daddy.

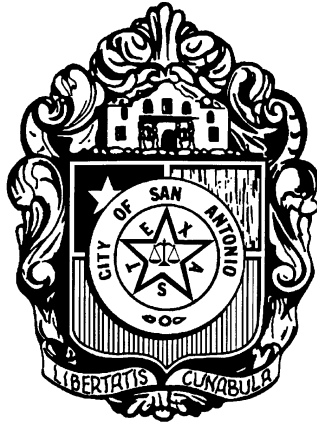
Childhood Cancer Awareness

Mayor Ron Nirenberg issued several Proclamations in recognition of Childhood Cancer Awareness Month during the month of September 2018. Gabriella's Foundation hosted a "Gold Out" Day on September 28th. Citizens were encouraged to wear a gold ribbon, which signifies how precious and priceless children are...just like a piece of gold.



National Bullying Prevention Month

Mayor Nirenberg issued a proclamation recognizing the month of October 2018 as National Bullying Prevention Month. Every day, thousands of young people experience bullying from their peers while at school, in their neighborhoods, and even when they are at home, through social media and texts. The Mayor is pictured with Raz Sink who created the website: www.bullyingstopstoday.net to provide support to other kids who were bullied like herself.



Leticia M. Vacek, TRMC/CMC/MMC
City Clerk

Office of the City Clerk
P.O. Box 839966
Phone: 210-207-7253
Fax: 210-207-7032

Office Hours
8:00 a.m. - 5:00 p.m.

Website Address
www.sanantonio.gov/clerk

Information Available in the Office and On-line

Bids & Contract Management
Boards & Commissions
Ceremonials
City Council Minutes
Codification of Ordinances
Council Committee Minutes
Municipal Elections
City Ethics Board/Code
Financial Disclosure Reports
Oaths & Filings
Publication of Notices
Municipal Archives and Records Management
Passport Applications and Photos
Birth and Death Records

Denise Luckey Newsletter Editor